

Online Expense Portal

QUICK REFERENCE GUIDE

PRIVATE SCHOOL EXPENSES

Payment Date: MM/DD/YYYY

Payment Method: Select Payment Method

Vendor / Facility:

Shipping and Handling: 0.00

Tax: 0.00

Payment Total: 0.00

Receipt File: Browse...

← Back

Tuition [New](#)

Fees [New](#)

Textbooks [New](#)

Uniforms [New](#)

Tip:
Tuition + Fees + Textbooks + Uniforms +
Shipping & Handling + Tax =
Payment Total

1) Enter the total payment information, as shown on the invoice:

- **Payment Date:** Select a date from the calendar, or type the date directly into the textbox
- **Payment Method:** How the card was used
- **Vendor/Facility:** Most likely the name of the school
- **Shipping and Handling:** Leave this field blank if not applicable
- **Tax:** Leave this field blank if not applicable
- **Payment Total:** The total amount shown on the paid invoice
- **Receipt File:** Please note files cannot exceed 100MB and file names cannot include symbols (" \$ # < > /)

2) Click [New](#) next to Tuition to enter the amount of tuition paid (see [Page 2](#))

3) Click [New](#) next to [Fees](#), [Textbooks](#), and [Uniforms](#) only if the categories are applicable (shown on the invoice)

Note: A new expense entry is required each time the ESA card is used:

- Monthly payments result in three separate entries per quarter
- Quarterly payments result in one entry per quarter
- Fees, textbooks, or uniforms paid for in separate transactions require separate entries

TUITION EXPENSES

The screenshot shows the 'TUITION EXPENSES' form. It includes fields for 'School Name' (a drop-down menu), 'Other School Name' (a text input), 'Payment Frequency' (a drop-down menu), and 'Tuition Paid' (a text input with a value of 0.00). There are 'Save' and 'Cancel' buttons at the bottom. Numbered arrows indicate the following steps: 4 points to the 'School Name' drop-down, 5 points to the 'Payment Frequency' drop-down, 6 points to the 'Tuition Paid' input field, and 7 points to the 'Save' button. Two callout boxes are shown: one for the 'School Name' drop-down menu listing schools like 'Tucson Baptist Academy' and 'Other', and another for the 'Payment Frequency' drop-down menu listing 'Monthly', 'Quarterly', and 'Yearly'.

- 4) Select the **School Name** from the alphabetized drop-down menu of local private schools
 - If the school is not on the menu, scroll to the bottom and select **Other**
 - When **Other** is selected, an additional field is visible for typing the name of the school
- 5) Select the **Payment Frequency** from the drop-down menu (how often the card is used per year)
- 6) Enter the amount of **Tuition Paid** during this transaction
- 7) Click **Save** to save this information and return to the previous screen

Note: If tuition is your only expense, your private school entry is complete.

You are ready to [save your expense report](#).

FEE EXPENSES

The screenshot shows the 'FEE EXPENSES' form. It includes fields for 'Fee Name' (a drop-down menu), 'Other Fee Name' (a text input), and 'Amount' (a text input with a value of 0.00). There are 'Save' and 'Cancel' buttons at the bottom. Numbered arrows indicate the following steps: 8 points to the 'Fee Name' drop-down, 9 points to the 'Amount' input field, and 10 points to the 'Save' button. A callout box for the 'Fee Name' drop-down menu lists various fees like 'Application fees', 'Book fees', 'Credit Card Processing fees', 'Facility fees', 'Lab fees', 'Registration fees', 'Tutoring fees', and 'Other'.

- 8) Select the **Fee Name** from the drop-down menu
 - If the fee is not on the menu, scroll to the bottom and select **Other**
 - When **Other** is selected, an additional field is visible for typing the name of the fee
 - Please keep in mind the lunch fees, athletic fees and afterschool fees are not allowed
- 9) Enter the **amount** of the fee, as shown on the invoice
- 10) Click **Save** to save this information and return to the previous screen

Note: Repeat steps 8-10 for each fee shown on the invoice.

If a fee was paid on a different date, create a new Private School entry for that fee

TEXTBOOK EXPENSES

The screenshot shows a form for entering textbook expenses. It has two input fields: 'Textbook Name' and 'Amount'. The 'Amount' field is pre-filled with '0.00'. At the bottom right, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with an 'X' icon). Numbered callouts are as follows: 11 points to the 'Textbook Name' label, 12 points to the 'Amount' label, and 13 points to the 'Save' button.

11) Enter the **Textbook Name**, as shown on the invoice

12) Enter the **amount** of the textbook, as shown on the invoice

13) Click **Save** to save this information and return to the previous screen

Note: Repeat steps 11-13 for each textbook shown on the invoice.

If textbook(s) was paid on a different date, create a new Private School entry for the book(s)

UNIFORM EXPENSES

The screenshot shows a form for entering uniform expenses. It has two input fields: 'Uniform Description' and 'Amount'. The 'Amount' field is pre-filled with '00.00'. At the bottom right, there are two buttons: 'Save' (with a floppy disk icon) and 'Cancel' (with an 'X' icon). Numbered callouts are as follows: 14 points to the 'Uniform Description' label, 15 points to the 'Amount' label, and 16 points to the 'Save' button.

14) Enter a **Uniform Description**, similar or exact to what was shown on the invoice

- If the invoice lists separate pieces, make a new uniforms expense entry for each piece
 - **Example:** Polo shirt
- If the invoice lists items with quantities, make a single entry and note quantities in description
 - **Example:** Polo shirt x 2

15) Enter the **amount** of the uniform, as shown on the invoice

- If the receipt is itemized, add multiple Uniform entries, with their respective prices, as listed on the invoice

16) Click **Save** to save this information and return to the previous screen

Note: Repeat steps 14-16 for each uniform (or piece of uniform) shown on the invoice.

If uniform(s) was paid on a different date, create a new Private School entry for the uniform(s).

SAVE THE EXPENSE REPORT

Payment Date

09/19/2016

Payment Method

Point of Sale

Vendor / Facility

Bayside High

Shipping and Handling

0.00

Tax

0.00

Payment Total

2100.00

17

Save

Cancel

Back

Manage Uploaded Receipt

File Name	Uploaded Date	View	Actions
invoice.jpg	11/4/2016 11:23:46 AM	View Receipt	Delete Receipt

Tuition

New

School Name

Bayside High

Payment Frequency

Quarterly

Tuition Paid

1,800.00

Edit

Delete

Fees

New

Fee Name

Enrollment

Amount

100.00

Edit

Delete

Textbooks

New

Textbook Name

Math and Science

Amount

100.00

Edit

Delete

Uniforms

New

Uniform Description

Choir Pantsuit

Amount

100.00

Edit

Delete

17) Click **Save** to save the expense entry and return to the Main Screen, where you can create additional expense entries, submit your expense report, or later modify this entry prior to submission.

Please be aware that expense reports cannot be changed after they are submitted.